POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE	9. INCUMBENT *(Optional)*

OFFICIAL

10. TITLE Microbiologist

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	403	31	11	MONTH/DAY/YEAR 4/22/2002	YES	NO	MS

18. **ORGANIZATIONAL STRUCTURE** *(Agency/Bureau)*

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date

21. Supervisor's Name and Title	24. Second Level Supervisor's Name and Title

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. **TOTAL POINTS**		27.

Grade based on GS Position Classification Standard for Microbiology Series, GS-403 (TS-43) dtd 12/1962.	28. **GRADE**	28. GS-11

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ MARILYN STETKA	30. Date 4/22/2002

31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)

32. Remarks: FLSA: E Nonsensitive/low risk No known promotion potential Standard Job #403-11	33. OPM CERTIFICATION NUMBER

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				11	

B. MASTER RECORD

1. PAY	2. OCC.SER (4)	3. OCC FUNC.	4. OFF. TITLE CD	5. OFF. TITLE (38)
GS	0403	31	0001	MICRBIOL

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	8 1=Sup. SGEG 5=Mgmt. CSRA 3=Mgr. SGEG 6= Leader LGEG 4=Sup. CSRA 8=All Others	X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO DA YEAR 04 22 2002

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary 3=Foreign Svc. 2=Secondary Blank=NA	A I=Inactive A=Active	MO DAY YEAR	MO DAY YEAR	

16. INTERDIS. SER. (40)									
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)									
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
E E=Exempt N=Nonexempt	0 N 0=None 3=SF 278 1=CD 219 4=AD 392	A=Sched A 0=Excepted but not B=Sched B A, B, C	1N N 0=Nonsensitive 1=Noncritical	11

6. WK. TITLE CD. (4)	7. WK TITLE (38)

8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)
1st	2nd	3rd	4th	5th	6th	7th	8th	0=Position Action No Vacancy B=Lower Grade D=Different title and/or series A=No Change C=Higher Grade E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
11		Blank=N/A Y=Yes	State (2) City(4) County 3		MO DAY YEAR	Blank=N/A 1=PAS	MO DAY YEAR 4 22 02

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD(1)
N 1=Rev. when vacant 4=Sup./Program 7=Equipment Devel. Guide 2=Impact of Person 5=RGEG 8=Agency Use 3=Sup./SGEG 6=Policy Analysis GEG 9=Agency Use ALPHAS = Agency Use	MO DAY YEAR	MO DAY YEAR	Y=Perm N=Other

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)

	Normal Act	**Maintenance Review Act**	**Results**		
	1=Desk Audit	5=Desk Audi	1=No Action Req.	5=Series Change	9=Other
	2=Sup. Audit	6=Sup. Audit	2=Minor PD Change	6=Pos. Upgrade	
	3=Paper Rev.	7=Paper Rev.	3=New PD Req.	7=Pos. Downgrade	

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
MO DAY YEAR	MO DAY YEAR	A 1=Inact. 2=Act.	MO DAY YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

Standard Job #403-11

FORM AD-332 (Revised 4/86)

Microbiologist Standard Job #403-11
GS-403-11

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Performs a wide range of duties designed to solve complex microbiological research problems.

Determines proper experimental approach.

Independently selects and carries out measurements and analyses by applying established or modified methods; performs difficult nonstandard tests and assays.

Evaluates data and performs appropriate calculations and analyses.

Actively participates in the modification of existing methods of analysis or the development of new techniques in order to improve accuracy and efficiency or to overcome difficulties in dealing with specific systems or microorganisms.

Searches scientific literature for principles, methods, and procedures and selects the most appropriate for the research goals and fiscal resources.

Maintains official laboratory notebooks, recording methods and procedures used, any procedural modifications, observations, and results obtained.

Participates in the preparation of data for scientific technical reports and manuscripts.

Analyzes the results according to established principles.

Modifies methods, if necessary, to solve problems or make improvements.

Writes periodic laboratory reports including discussion on experimental design, principle, procedure and results.

Evaluates the adequacy of the results for meeting objectives.

Summarizes experimental results of completed projects in the form suitable as the basis for the first draft of written reports to scientific journals.

Organizes experimental progress in the form suitable for oral presentation or posters for scientific meetings.

Undertakes routine care, maintenance, and calibration of moderately complex laboratory instruments, e.g. centrifuges, HPLC instrument.

Provides proper technical advice, when needed, to lower level support personnel assigned to research programs in the unit.

Keeps abreast of current scientific advancement by reading literature, review articles, and attending supervisor approved meetings, workshops, and conferences.

B. Evaluation Factors

1. Knowledge Required by the Position

Broad professional knowledge of the scientific theories and principles which underlie microbiology, molecular biology, chemistry and physics as they apply to microbiology.

Advanced knowledge of the microbiological methods, procedures, and techniques which are applied in the general area or field of microbiology involved.

Skill in calibrating, maintaining, operating, and modifying moderately complex analytical instruments to independently perform measurements, analyses, and interpretation.

Skill in obtaining accurate and valid results when analyzing and characterizing components and documenting results.

Skill in evaluating established methods and making proper modifications.

Ability to recognize complex microbiological problems and their scientific implications.

Ability to select ways in which microbiological methods, procedures, and techniques can be applied, adapted, or modified to solve these problems.

Ability to employ this methodology skillfully and with precision to a number of different work situations.

Ability to make refined observations, interpret their microbiological implications, and make accurate and precise reports on the results of these observations.

2. Supervisory Controls

Work is assigned indicating the overall objectives of the project, the general nature of the analyses or measurements to be made, and priorities. Incumbent independently plans and carries out experiments using initiative and originality to obtain the required data. Solves problems through discussion with the supervisor and with knowledge obtained from previous training and general scientific principles. Work methods involved in implementing new procedures are discussed and completed work is reviewed to see that it generally conforms to established practices and procedure and may be checked periodically to see that it is technically accurate.

3. Guidelines

Guidelines include established methodology, manuals, technical references, and precedent investigations. A high degree of judgment is required in selecting and modifying the most appropriate guides and references to apply to each problem. Significant deviations from guidelines are discussed with senior researchers for recommended action. Incumbent must evaluate new methods and make adaptations or modifications to solve specific problems or meet objectives.

4. Complexity

The work involves a variety of different and unrelated complex methods and procedures, whether

established or modified, to prepare biological materials and obtain needed biochemical and biophysical information for defined objectives. Incumbent will need to select methods and procedures which depend on the identity of the sample, its physical state, and objectives to be determined. Assignments normally require the application of established methods and procedures with proper modifications. In planning and completing the work, the incumbent must produce the data, analyze and interpret the results, draw conclusions and report the findings.

5. Scope and Effect

The work involves performance and development of specific experiments, analyses and measurements in support of the research project objectives. The results of the work affect the scientific adequacy and accuracy of the research project and impact on the research reputation of the organization.

6. Personal Contacts

Personal contacts are primarily with scientists within the location. Contact with scientists outside the location may often be required.

7. Purpose of Contacts

Contacts are for the purpose of obtaining, clarifying, or exchanging information regarding theoretical and problematic solutions to the experimental designs and methods, plan and coordinate the work, receive instructions and report progress and results of work.

8. Physical Demands

The work sometimes requires standing for prolonged periods of time.

9. Work Environment

Work is performed primarily in a laboratory. Incumbent is exposed to irritant chemicals on an irregular basis; on such occasions, special safety precautions are required and the microbiologist uses protective clothing and gear such as laboratory coat, safety glasses and gloves.

C. Other Considerations (Check if applicable)

[ ] Supervisory Responsibilities (EEO Statement)
[ ] Training Activities - Career Intern, Student Career Experience Program
[ ] Motor Vehicle or Commercial Driver's License Required
[ ] Pesticide Applicators License Required
[ ] Safety/Radiological Safety Collateral Duties
[ ] EEO Collateral Duties
[ ] Drug Test Required
[ ] Vaccine(s) Required
[ ] Financial Disclosure Required
[ ] Special Physical Requirements/Demands
[ ] Other:_____